

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
Monday, March 11, 2019**

1. OPENING OF MEETING - 7:00 PM

Required Notice of Open Public Meeting

Being duly posted at the following locations: High Bridge Middle School and Elementary School main offices, High Bridge Borough Hall Office; and advertised, in accordance with the Open Public Meeting Act, in the following newspaper: Hunterdon County Democrat, this regular meeting will convene in the Library of the High Bridge Elementary School, 40 Fairview Avenue, High Bridge, NJ 08829.

Date: Monday March 11, 2019

Time: 7:00 pm

Formal action will be taken.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL by Christopher Jones, SBA / Board Secretary

Erin Delgado	Robert Imhoff
Michelle Corley	Mindy Manahan
James Garner	Cindy Sharkey, President
Karyn Gove, Vice. Pres.	

Additional Members Present: Dr. Gregory Hobaugh, Superintendent
Christopher Jones, SBA / Board Secretary

4. PRESENTATION & RECOGNITION ITEMS

4.1. Richard Kolton and Emma Alparone to present i-Ready mid-year benchmark assessment results.

4.2. Superintendent’s Report

4.2.1. 2018-2019 Enrollment

Grade	Sections	District Enrollment	Choice	Tuition	Out-of-District	Total Enrollment
PS	3	19	-	-	-	19
K	2	31	-	-	-	31
1	2	31	-	-	-	31
2	2	42	-	-	-	42
3	2	32	-	-	-	32
4	2	40	1	1	-	42
Elementary School Total						197
5	2	39	-	1	-	40
6	2	45	-	1	-	46
7	2	52	-	-	-	52
8	2	37	1	1	-	39
Middle School Total						177

District Total	21	368	2	4	0	374
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4.2.2. Staff Attendance for February 2019 (*Attachment: February Staff Attendance*)

4.2.3. Monthly Report on Harassment, Intimidation, and Bullying Incidents/Suspensions and Security Drills

<u>Month</u>	<u>Drills</u>				<u>Suspensions</u>				<u>HIB</u>			
	<u>HBES</u>		<u>HBMS</u>		<u>HBES</u>		<u>HBMS</u>		<u>HBES</u>		<u>HBMS</u>	
	<u>Fire</u>	<u>Security</u>	<u>Fire</u>	<u>Security</u>	<u>In</u>	<u>Out</u>	<u>In</u>	<u>Out</u>	<u>Investigated</u>	<u>Affirmed</u>	<u>Investigated</u>	<u>Affirmed</u>
July	7/24	07/31	N/A	N/A								
August	08/09	08/08	N/A	N/A								
Sept	09/07	09/05	09/04	09/05					2			1
Oct	10/16	10/19	10/01	10/16							2	
Nov	11/19	11/01	11/07	11/05							1	
Dec	12/01	12/01	12/01	12/011				2			4	
Jan	01/04	01/30	01/07	01/09				2			1	
Feb	02/04	02/28	02/05	02/04				1				1
March	03/01			03/06							2*	
April												
May												
June												

* Investigation is in progress

4.2.4. Superintendent Update

4.3. School Business Administrator’s Report.

4.3.1. Facilities Review

5. REVIEW OF OFFICIAL CORRESPONDENCE

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Canine Companions	03/04/2019	Thank you (<i>Attachment: CCI Thank you</i>)
Lynn Gresko	03/07/2019	Wheelchair Donation (<i>Attachment: Wheelchair Donation</i>)

6. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on agenda topics only. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. Comments should be addressed to the Board.

7. ADOPTION OF MINUTES FROM PREVIOUS MEETING

7.1. February 11, 2019 Regular Meeting Minutes (*Attachment: 2 11 19 Meeting Minutes*)

7.2. March 4, 2019 Work Session Minutes (*Attachment: 3 4 19 Work Session Minutes*)

Board President calls for a motion and a second to approve 7:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent

Michelle Corley				
Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Mindy Manahan				
Cindy Sharkey				

8. REPORTS TO THE BOARD

8.1. Board President’s Report

8.1.1. Board of Education Goals

9. The Board hereby (pick one) [affirms, modifies, rejects] the administrative recommendation regarding HIB Investigation #MS08.

Board President calls for a motion and a second to approve 9:

Motion:		Second:			
Name:	Affirms	Modifies	Rejects	Abstain	Absent
Michelle Corley					
Erin Delgado					
James Garner					
Karyn Gove					
Robert Imhoff					
Mindy Manahan					
Cindy Sharkey					

10. ACTION ITEMS

10.1. Student Achievement - Curriculum, Instruction, Technology & Policy

10.1.1. Motion to approve the following class trips and transportation:

Grade	Location	Cost	Cost incurred by
3	DaVinci Science Center	\$24.00	Parent/Guardian

10.1.2. Motion to approve the adjustment of the 2018-2019 school calendar to show Wednesday, March 27 and Thursday, March 28 as Early Dismissal days to accommodate the rescheduling of Parent/Teacher Conferences cancelled in February due to weather.

10.1.3. Motion to approve payment to Snyder Bus Company \$700 for Middle School Unified Club trip on April 11, 2019 to be reimbursed by Special Olympics.

10.2. Human Resources - Personnel, Management & Community Relations

10.2.1. Motion to approve the following staff to chaperone the following functions:

Staff Member	Event	Dates	Rate	Total
Gregory Hobaugh	Washington DC	May 29-31	\$115.00/night	\$345.00
Richard Kolton	Washington DC	May 29-31	\$115.00/night	\$345.00
Coleen Conroy	Washington DC	May 29-31	\$95.00/night	\$285.00
Carl Katzenberger	Washington DC	May 29-31	\$95.00/night	\$285.00
Megan Roth	Washington DC	May 29-31	\$95.00/night	\$285.00

Jemma Bucine	Washington DC	May 29-31	\$95.00/night	\$285.00
Katy Morello - Nurse	Washington DC	May 29-31	\$105/day \$105/night	\$630.00
Gregory Hobaugh	Camp Bernie	May 2-3	\$115.00/night	\$115.00
Caryn Snyder	Camp Bernie	May 2-3	\$95.00/night	\$95.00
Michael Doerwang	Camp Bernie	May 2-3	\$95.00/night	\$95.00
Bonnie Adair - Nurse	Camp Bernie	May 2-3	\$105/day \$105/night	\$315.00
TBD	Camp Bernie	May 2-3	\$95.00/night	\$95.00
TBD	Camp Bernie	May 2-3	\$95.00/night	\$95.00
TBD	Camp Bernie	May 2-3	\$95.00/night	\$95.00

10.2.2. Motion to approve Mary Fran Daley as District Grant Coordinator at a prorated rate of \$1,250 for the 2018-19 school year.

10.2.3. Motion to approve Laura Pellegrino for hours above her contracted hours to attend Artist’s for Art Sake workshop on February 4, 2019 at a rate of \$29.11 per hour for 6 hours for a total of \$174.66.

10.2.4. Motion to approve Mary Fran Daley for hours above her contracted hours to attend Technology Council Meeting at Voorhees High School on February 26, 2019 at a rate of \$29.11 per hour for 1.5 hours, for a total of \$43.67.

10.2.5. Motion to approve Gregory Lindgren of FirstMedia Productions as videographer for the Middle School Drama Club Production. Video of HBMS production of Aladdin will be available for purchase at no cost to the district.

10.2.6. Motion to approve Hunterdon County Jobs Facebook Page as location to advertise.

10.2.7. Motion to approve a request from Melissa Betz to move on salary guide from BA+30 to MA based upon submission of transcripts documenting successful completion of graduate coursework, retroactive to 2/1/19. Salary to be determined once a new agreement is signed between the HBBOE and the HBEA.

10.2.8. Motion to approve Jana Brown, Heidi Miller and Emma Alparone to be home instructors for the 2018-2019 school year at a rate of \$35.42 per hour.

10.2.9. Motion to approve the following staff for hours above their contracted hours to attend kindergarten orientation on April 17, 2019:

Staff Member	Rate	Hours (Not to Exceed)	Total
Sherry Kerr	\$29.11	2	\$58.22
Lisa Kerr	\$29.11	2	\$58.22
Nicole Cahill	\$29.11	2	\$58.22
Christine Roling	\$29.11	2	\$58.22

10.3. Educational Resources - Finance and Facilities

10.3.1. Payment of Bills

Audit of Invoices (*Attachment: 3 11 19 bill list*)

Approve invoices for Current Expenses in the following amounts:

Check Register	February 12 - March 11	\$ 720,193.61
Payroll	February 15	\$ 235,372.90

February 28 \$ 231,642.16
 Total \$1,187,208.67

10.3.2. Line Item Transfers for February 2019 (*Attachment: 2019 02 Transfer Report - Signed*) **Resolved**, that the Board of Education approve the budget transfers as listed in the attachment.

10.3.3. Travel Expenditure for Workshops

Staff/Bd Member	Workshop/ Activity	Date	Registration Fee	Mileage	Other	Total
Heidi Miller	Handle With Care Training	May 30, 2019	\$450.00	\$16.62		\$466.62
Marisa Monaco	Handle With Care Training	May 30, 2019	\$450.00	\$21.08		\$471.08
Joan Murray	2019 NJSHA Convention	May 2-3	\$335.00	\$43.40		\$378.40
Dorothy Rozycki	Demystifying the Nurtured Heart Approach Online Webinar	3/20, 3/27, 4/3, 4/10	\$161.92			\$161.92
Emma Alparone	Conscious Discipline - Ignite & Excite Workshop	March 20, 2019	\$75.00			\$75.00
Melissa Patane-Schulter	Conscious Discipline - Ignite & Excite Workshop	March 20, 2019	\$75.00			\$75.00
Lisa Fallon	Conscious Discipline - Ignite & Excite Workshop	March 20, 2019	\$75.00			\$75.00
Dorothy Rozycki	Conscious Discipline - Ignite & Excite Workshop	March 20, 2019	\$75.00			\$75.00

**10.3.4. APPROVAL OF TENTATIVE BUDGET
 2019-2020 School Budget**

1. Approval of the 2019-2020 Tentative School Budget:

WHEREAS, the 2019/2020 tentative budget includes sufficient funds to implement the proposed planning process as described in this district’s Annual Report pursuant to N.J.S.A. 18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

WHEREAS, the 2019/2020 tentative budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

THEREFORE, BE IT RESOLVED the High Bridge Board of Education approves the 2019/2020 tentative General Fund budget and authorizes its submission to the Hunterdon County Superintendent of Schools for approval as follows:

Fund	Appropriations	Tax Levy
General Fund	\$8,492,119	\$6,380,576
Tuition	\$82,961	
Rents & Royalties	\$8,500	
Interest Income	\$800	

Special Revenue Fund	\$230,778	
Debt Service Fund	\$530,250	\$452,184
Total Budget	\$9,345,408	\$6,832,760

WHEREAS, the facility needs identified are eligible to be funded with Capital Reserve, and as such are required to be in the Long Range Facility Plan,
NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital projects and the withdrawal of \$250,000 from the Capital Reserve account to provide funding for the following projects/equipment for the 2019-2020 school year:

Exterior Water Drainage Elementary School \$250,008

WHEREAS, the High Bridge Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now **THEREFORE, BE IT RESOLVED**, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for all staff and board members.

2. Health Care Adjustment

WHEREAS, N.J.A.C. 6A:23A-11.4 allow a district to increase the tax levy greater than 2% for the purpose of health care costs;

WHEREAS, the High Bridge Board of Education has determined that there is a need to increase the tax levy for this purpose;

THEREFORE, BE IT RESOLVED, that the High Bridge Board of Education authorizes a health care adjustment for the 2019/2020 budget year in the amount of \$50,220.

3. Use of Banked CAP

WHEREAS, N.J.A.C. 6A:23A-10.1(b) allows a district to request use of banked cap after it has fully exhausted all eligible statutory spending authority in the budget year;

WHEREAS, the High Bridge Board of Education has exhausted all eligible statutory spending in the 2019/2020 budget year;

WHEREAS, the High Bridge Board of Education has anticipated retirement sick payments and state required certified staff increases that must be completed before the end of the budget year that exceed the 2% tax levy cap;

THEREFORE, BE IT RESOLVED, that the High Bridge Board of education hereby requests the use of Banked CAP in the amount of \$91,679.

10.3.5. ACCEPTANCE OF COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Motion to approve, upon the recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, that the Board accepts and approves the 2017-2018 Audit and the CAFR for the fiscal year ended June 30, 2018.

10.3.6. Approval of Professional Services – Motion to approve the following appointment:

WHEREAS, there exists a need for psychiatric evaluation services, and, WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

NOW THEREFORE, BE IT RESOLVED by the High Bridge Board of Education as follows:

10.3.6.1. Rutgers Psychiatric of Robert Wood Johnson Medical Group is appointed for Psychiatric Evaluation Services at the following rates:

Evaluation: \$500

Extended Time: \$100

Review of Records: \$150

Written Report: \$250

10.3.7. Motion to approve substitute custodian with black seal license rate of \$15.00/hr.

10.3.8. Motion to approve FKA Architects to review the Elementary School Corridor and to develop bid documents and plans at a cost of \$9,800.00. *Attachment: FKA ES Wall*

10.3.9. Motion to approve FKA Architects to review the Elementary School Exterior Water Drainage and to develop bid documents and plans at a cost of \$12,000.00. *Attachments: FKA ES Water*

10.3.10. Motion to withdraw from Capital Reserve for Middle School Fire Panel
NOW THEREFORE BE IT RESOLVED, that the High Bridge Board of Education, in the County of Hunterdon, New Jersey, approves the following capital project and the withdrawal of \$26,500 from the Capital Reserve account to provide funding for the following equipment:

Middle School Fire Panel \$26,500

10.3.11. TRANSFER OUT OF MAINTENANCE RESERVE

Motion to approve transfer of \$26,478 out of the Maintenance Reserve for the purpose of:

- \$5,000 - Estimated Elliott Lewis Airedale repair - Middle School
- \$3,700 - Estimated Richard Yard Plumbing - Condensation pump - Middle School
- \$12,000 - Metz Mechanical - Actual/Estimated Boiler work and facility room - Middle School
- \$3,340 - Estimated Hollywood Fence - Fence repair - Elementary School
- \$2,438 - Estimated General Supply - Locker room locks - Middle School

WHEREAS, NJSA 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget time or anytime during the year; and

WHEREAS, the aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district’s Maintenance Reserve Account any time during the year by resolution for required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4; and

WHEREAS, the High Bridge Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required required maintenance account line in the amount of \$26,748; and

WHEREAS, according to 6A:23A-14.2 (d)1(e), the High Bridge Board of Education shall, for any approved amounts that remain unexpended or unencumbered at the end of the school year, return such funds to the maintenance reserve account;

NOW THEREFORE BE IT RESOLVED by the High Bridge Board of Education that it hereby authorizes the district’s School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

10.3.12. Use of Facilities

Motion to approve the following facilities request:

Organization	Event	Date	Location
Girl Scouts	Recruit new scouts	March 14 @ 7pm	ES Library

Board President calls for a motion and a second to approve 10.1-10.3.12.:

Motion:		Second:		
Name:	Yes	No	Abstain	Absent
Michelle Corley				
Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Mindy Manahan				
Cindy Sharkey				

11. NEW BUSINESS

12. PUBLIC COMMENTS

This period of time provides an opportunity for the public to speak on any topic related to the High Bridge Public Schools. It is the policy of the Board of Education (Policy #0164) that all public comments on an issue shall be limited to three (3) minutes per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to High Bridge Public Schools. Comments pertaining to Public Hearings should be saved for that section of the agenda. Comments should be addressed to the Board.

13. EXECUTIVE/CLOSED SESSION

Board President calls for a motion _____ **and a second** _____, in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss:

- Negotiations
- Choice Students

The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

14. RECONVENE PUBLIC SESSION

Board President calls for a motion _____ **and a second** _____ to reconvene public session.

15. ACTION ITEM

Motion to approve the Executive Minutes

15.1.1. February 11, 2019 Executive Minutes (*Attachments: 2 11 19 Executive Session Minutes*)

15.1.2. March 4, 2019 Work Session Executive Minutes (*Attachments: 3 4 19 Executive Session Minutes*)

Motion:		Second:		
Name:	Yes	No	Abstain	Absent

Michelle Corley				
Erin Delgado				
James Garner				
Karyn Gove				
Robert Imhoff				
Mindy Manahan				
Cindy Sharkey				

16. ADJOURNMENT

Board President calls for a motion _____ and a second _____ to adjourn the meeting.